

**OFFICE OF CHIEF ADMINISTRATIVE OFFICER (OCAO)  
PERSONAL PROPERTY MANAGEMENT BRANCH (PPMB)  
CORRECTIVE ACTION PLAN  
FY13 A-123 INTERNAL CONTROL EVALUATION**

INTERNAL CONTROL DEFICIENCY	CORRECTIVE ACTIONS TO BE TAKEN	RESPONSIBLE PARTY AND PHONE NUMBER	ESTIMATED COMPLETION DATE	PERCENTAGE OF COMPLETION	ACTUAL COMPLETION DATE
18. Two PPMB accountable property additions' asset value in Sunflower did not match the value listed on the invoice provided. Retail cost was listed for iPhones rather than the purchase amount. (Barcode: CD0001677106 CD0001715127).	PPMB issued the Iphone-IPad policy and procedures on 11/20/12.	Kenneth Morrow (301) 713-3530 x171 Katina Williams (301) 713-3530 x128	11/20/2012	100%	11/20/2012
19. Eleven PPMB accountable property additions were not reported and recorded in Sunflower within the required time frame of 45 days from the acquisition date. (Barcode: CD0001453302, CD0001715127, CD0001691356, CD0004003551, CD0004006259, CD0004010902, CD0004053143, CD0004054648, CD0004084719, CD0004097513, CD0004098558).	NOAA PPMB finalized the Acquiring Personal Property policy that requires the line offices to enter the asset in sunflower within 45 days of receiving/accepting the asset. NOAA PPMB implemented a new CD50 process, effective 10/1/2012, that all line offices can directly enter data into sunflower to ensure that the line offices are responsible for the data entered in sunflower is correct. CD0001453302, CD0004006259, CD0004097513, and CD0004098558 were entered after 10/1/2012. CD0004010902, CD0004053143, CD0004084719 were processed within the 45 day timeframe and are not considered untimely additions.	Kenneth Morrow (301) 713-3530 x171 Katina Williams (301) 713-3530 x128	10/1/2012	100%	10/1/2012
23. Two PPMB accountable property deletions were not removed timely from Sunflower. One item was physically removed from NOAA site on March 27, 2012, but not removed from Sunflower until August 7, 2012. (Barcode: CD0000684810). A second item was excessed in 2005 or 2006 and removed from Sunflower in December 2012. This finding has also been given to the applicable line offices. (Barcode: CD0000792291).	NOAA PPMB impleted a new CD52 process for disposal of assets on 9/3/13. This process ensures that capitalized assets can only be retired by a PPMB financial manager in the financial module.	Kenneth Morrow (301) 713-3530 x171 Katina Williams (301) 713-3530 x128	9/3/2013	100%	9/3/2013
24. One PPMB capitalizable property deletion was not removed from Sunflower timely. The item was processed for excess in May 2012, but was not removed from Sunflower until September 2012. This finding has also been given to the applicable line office. (Barcode: CD0001459039).	NOAA PPMB impleted a new CD52 process for disposal of assets on 9/3/13. This process ensures that capitalized assets can only be retired by a PPMB financial manager in the financial module.	Kenneth Morrow (301) 713-3530 x171 Katina Williams (301) 713-3530 x128	9/3/2013	100%	9/3/2013
25. Two accountable property deletions could not be traced to the supporting disposal authorization document that was provided by the PPMB. This finding has also been given to the applicable line offices. (Barcode: CD0000691297 and CD0001401969).	NOAA PPMB provided the supporting documentation for CD0000691297 to the A-123 auditor on 12/4/2013 and CD0001401969 on 11/20/2013.	Kenneth Morrow (301) 713-3530 x171 Katina Williams (301) 713-3530 x128	12/4/2013	100%	12/4/2013

26. PPMB did not provide complete guidance to property custodian regarding their annual wall to wall inventory. Four property custodians performed their inventories without the assistance of another employee.	NOAA PPMB issued FY14 Inventory guidance to the line offices on 10/17/2013 that "it is the responsibility of the PAO to work with supervisors in obtaining personnel to assist in conducting physical inventories. PCs may assist with physical inventories as considered necessary and appropriate by the PAO. A PC, whenever possible, shall not be given the sole responsibility for taking a physical inventory of property assigned to his/her custodial area. Exceptions to this policy must be approved by the NOAA PMO. (DOC PPMM 3.807)"	Kenneth Morrow (301) 713-3530 x171 Katina Williams (301) 713-3530 x128	10/17/2013	100%	10/17/2013
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